

**CONNECTICUT STATE DEPARTMENT OF EDUCATION**

***Division of Teaching and Learning  
Programs and Services***

**BUREAU OF HEALTH AND NUTRITION SERVICES AND  
CHILD/FAMILY/SCHOOL PARTNERSHIPS**

***Application for Funds***

**YOUTH SERVICE BUREAU GRANT PROGRAM  
2005 – 2006**

**Purpose:** To assist municipalities and private youth serving agencies, designated to act as agents for such municipalities, in establishing, maintaining, or expanding such youth service bureaus.

Pursuant to Connecticut General Statutes 10-19m through 10-19p.

Applications Due: June 13, 2005

Published: April 29, 2005

RFP 120

# Connecticut State Department of Education



Dr. Betty J. Sternberg  
Commissioner of Education

IT IS THE POLICY OF THE CONNECTICUT STATE BOARD OF EDUCATION THAT NO PERSON SHALL BE EXCLUDED FROM PARTICIPATION IN, DENIED THE BENEFITS OF, OR OTHERWISE DISCRIMINATED AGAINST UNDER ANY PROGRAM INCLUDING EMPLOYMENT, BECAUSE OF RACE, COLOR, RELIGIOUS CREED, SEX, AGE, NATIONAL ORIGIN, ANCESTRY, MARITAL STATUS, SEXUAL ORIENTATION, MENTAL RETARDATION, AND PAST/PRESENT HISTORY OF MENTAL DISORDER, LEARNING DISABILITY AND PHYSICAL DISABILITY.

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## *Youth Service Bureau Program Grant Application*

### ***Overview***

Local communities began to develop Youth Service Bureaus in the 1960's as a response to a growing number of issues affecting youth. The role of Youth Service Bureaus (YSBs) has been broadened to include both advocacy and coordination of a comprehensive service delivery system for youth. YSBs are organized to provide:

- Administrative services, including an assessment of youth needs, and the coordination of services for youth;
- Direct services for youth; and
- Administrative Core Unit functions, including:
  1. General Administration
  2. Research
  3. Resource Development
  4. Community Involvement
  5. Youth Advocacy

Additionally, each YSB is required to have an advisory board responsible for making recommendations on overall policy and program direction of the Bureau. The Joint Planning Committee, comprising State Department of Education Staff, YSB Directors and the YSB Consultant, developed a program evaluation project to evaluate the administrative core unit function and direct services within a positive youth development framework.

### ***Purposes and General Information***

In 1995, the management and administration of the Youth Service Bureau was moved from the Department of Children and Families to the Department of Education. The intent of this administrative change was to provide technical assistance in developing stronger connections between municipalities' youth service programs and school-based programs that were offered.

The purpose of the Youth Service Bureau grants program is to: "Assist municipalities and private youth-serving organizations designated to act as agents for municipalities with maintaining and expanding such bureau for the benefit of youth" (C.G.S. sec. 10-19n). Direct services which may be provided may include:

- Individual and group counseling;
- Parent training and family therapy;
- Work placement and employment counseling;
- Alternative and special educational opportunities;
- Outreach programs;
- Teen pregnancy services;
- Suspension/expulsion services;
- Diversion from juvenile justice services;
- Preventive programs including youth pregnancy, youth suicide, violence, alcohol and drug prevention; and
- Programs that develop positive youth involvement (C.G.S. sec 10-19m (b))

The number of Youth Service Bureaus participating in the grant program has increased from 56 youth service bureaus serving 71 towns in 1979-80, to 99 bureaus serving 126 towns in 2004-2005. State funding for the grant program has increased from \$900,000 in 1979-80, to a high of \$3.3 million in 1994-95. The program was funded at \$2,842,000 in 2004-2005.

### ***Who May Apply?***

Connecticut General Statutes, section 10-190; as amended by P.A. 99-I, sec 32 provides that:

“Only youth service bureaus which were eligible to receive grants pursuant to this section for the fiscal year ending June 30, 2003, or which applied for a grant by April 29, 2003, with prior approval of the town’s contribution pursuant to subsection (b) of this section, shall be eligible for a grant pursuant to this section for any fiscal year commencing on or after July 1, 2003.”

There are 99 eligible YSBs. The list of eligible towns and designated private youth-serving agencies is included in Appendix B.

### ***Available Funds and Local Match Requirements***

The Connecticut General Assembly appropriated \$2,842,000 for the youth service grant program for fiscal year 2004-2005. 98 percent of these funds were distributed to the eligible YSBs and towns. Each YSB is eligible for a minimum grant of \$14,000. YSBs that received a grant in excess of \$15,000 in 1994-95 are eligible for a proportionate share of the remaining appropriation. Additionally, each town must contribute an amount equal to the amount of the state grant, of which *no less* than fifty percent of the contribution shall be from funds appropriated by the town. The remaining amount may be matched with other funds or in-kind services.

### ***Program Evaluation and Professional Development Participation Requirements a funded Youth Service Bureau must commit to:***

1. Participating in the monitoring process is a requirement for all new Youth Service Bureau Directors. Other Youth Service Bureau Directors may be required to participate. All participants are required to attend all the training sessions. A list of participants will be available on September 1, 2005.
2. Participating in various professional development activities sponsored by the Connecticut State Department of Education or the Connecticut Youth Service Association. Grant funds may be allocated to support participation.

### ***Deadline and Use of Application Form***

The application, IRRESPECTIVE OF POSTMARK DATE AND MEANS OF TRANSMITTAL, must be received by **4:30 p.m. on JUNE 13, 2005. EXTENSIONS SHALL NOT BE GIVEN.** Applications received past the deadline will be returned. Applications may be mailed or hand delivered to:

*Mail:*            *Agnes Quinones, Program Manager*  
Connecticut State Department of Education  
Bureau of Health and Nutrition Services and Child/Family/School Partnerships  
25 Industrial Park Rd.  
Middletown, CT 06457

*Deliver:*        *Agnes Quinones, Program Manager*  
Connecticut State Department of Education  
Bureau of Health and Nutrition Services and Child/Family/School Partnerships  
25 Industrial Park Rd.  
Middletown, CT 06457

The enclosed application form shall be used, or may be copied into a word processing document. Modifications will not be accepted.

### ***Affirmative Action Assurances***

In accordance with the regulations established by the Commission on Human Rights and Opportunities, each applicant is required to have a completed Affirmative Action packet on file with the State Department of Education, or must complete the Affirmative Action packet and submit it with this document (Appendix E).

### ***Additional Obligations of Grantee***

All grantees are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in C.G.S. sections 4a-60 and 4a-60a and sections 4a-68j et seq. of the Regulations of Connecticut State Agencies (RCSA).

Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner, and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

### ***Program Evaluation/Assessment and Professional Development Requirements***

Each Youth Service Bureau in receipt of a grant from the Department of Education must provide a year-end summary report following the end of each fiscal year, consistent with the grant application; and in the manner and form as provided by the Connecticut Department of Education. Participating in the monitoring process is a requirement for all new Youth Service Bureau Directors. Other Youth Service Bureau Directors may be required to participate. All participants are required to attend all the training sessions. A list of participants will be available on September 1, 2005.

### ***Program Evaluation/Assessment Participation Requirements (Appendix I)***

- Time commitment /work commitment
- Who will participate

### ***Professional Development Requirements***

- Commit to participate in State Department of Education/Connecticut Youth Service Association sponsored activities.
- Funds may be allocated to support participation

### ***Due Dates and Ongoing Reporting***

It is the responsibility of all grantees to complete all requirements in the time frame as determined by the State Department of Education. Youth Service Bureaus are required to submit a final report, due on September 1, 2005. **Reports submitted after September 1, 2005 will not be accepted**, and will be returned to the municipality/leader.

### ***Freedom of Information Act***

All of the information provided in a proposal submitted in response to this application for funds is subject to the provisions of Chapter 3 of the Connecticut General Statutes. (Public Records and Meetings and Freedom of Information Act (FOIA) Sections 1-200 through 1-241, inclusive). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

### ***Management Control of the Program and Grant Consultation Role of SDE Personnel***

The grantee must have complete management control of this grant. While SDE staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds.

### ***Annie E. Casey Foundation***

Applicants that are part of a collaborative effort funded in whole, or in part, by the Annie E. Casey Foundation, must submit documentation to that effect. (Section I. Application Requirements).

### ***Facsimile (Faxed) Copies***

Facsimile (Faxed) copies of proposals/applications will not be accepted.

## ***Technical Assistance***

The Program Manager will be available at (860) 807-2126 to answer questions regarding application procedures or format. (All Youth Service Bureau grant applicants will be notified of an orientation session to be scheduled on April 29, 2005).

## ***Application Requirements and Format***

The application must contain the following components as described below: (Note: Appendix A provides the application form for program description and budget information.)

1. Title page and Youth Service Bureau Profile (with signature);
2. Youth Service Bureau Statement of Assurances (with signature);
3. Administrative Core Unit Goals and Objectives;
4. Direct Service Unit Goals and Objectives;
5. Professional Development Workplan;
6. Advisory Board Composition Report;
7. Grant and Local Match Budget (with signature);
8. Budget Narratives (income and expenses);
9. Annie E. Casey Foundation; and
10. Affirmative Action Packet and Standard Statement of Assurances (Appendix E).

## ***Directions for Completing Application Form***

**This section provides directions for completing Appendix A, Application Form for the Youth Services Bureau Grant.**

### **A. Title Page**

- Line 1. Legal Name of Organization  
For town-based youth service bureaus (YSBs) report here the name of the town that is fiscally responsible for the YSB. For private youth-serving organizations, designated to act as agents for one or more towns, report here the legal name of the organization. SDE codes can be found in Appendix C.
- Line 2. Federal Identification Number  
Town-based YSBs may leave this line blank. Private youth-serving organizations should report their federal identification number here.
- Line 3. Town(s) to be Served  
Town-based YSBs serving a single town should repeat the town name reported on Line 1. YSBs serving more than one town should report all of the towns they serve here.
- Line 4. Program Name  
Report here the formal or legal name of the YSB.
- Line 5. Director  
Report here the name, phone, and fax numbers of the chief executive officer of the YSB.



Line 6. **Contact Persons**

Report here the names, phones, and fax numbers of the persons we should contact with questions and concerns about the YSB program, grant application, and annual reports.

Line 7. **Program Mailing Address**

Report here the mailing address for all correspondence concerning the YSB grant.

Line 8. **Program Location Address**

Report here the location of the main business office of the YSB.

Line 9. **YSB Directors Signature**

The grant application should be signed by the director of the YSB, or if there is no director, by the chief municipal official of the town. Report the date the grant application is signed.

Line 10. **Typed Name**

Report here the full name of the person signing on Line 9.

**B. Youth Service Bureau Profile**

Line 11. **Demographic Information**

A. Enter the name of the YSB.

B. Indicate whether the YSB is a municipal department or a nonprofit organization. (Check one.)

C. If the YSB is municipal based, indicate whether the Youth Service Bureau operates as an independent department or is grouped under a larger umbrella structure. (Check one.) If part of a larger structure, enter the name of the department.

D. Enter the town(s) served by the YSB.

E. Enter the total population of the town and the percent of population under age 18. You can find the information from the town census.

Line 12. **Funding**

A. Enter the amount of money received from SDE for the Youth Service Bureau grant.

B. Enter the total amount of funds received from the municipality. If part of a larger department enter the amount earmarked for Youth Service Bureau functions.

C. Enter the total amount of funds received from additional state and federal grants.

D. Enter the total amount of funds received from private grants and foundations.

E. Enter the total amount of funds received from donations.

F. Enter the total amount of funds received from fundraising.

i. Total lines A through F for total Youth Service Bureau funding.

ii. Provide an estimate of the value of any in kind services received.

Line 13. **Staffing**

A. Provide information on the director of the Youth Service Bureau. Indicate whether the position is full-time or part-time, and union or non-union.

B. Provide information on all additional Youth Service Bureau staff.

Line 14. **Programming**

A. Place a check next to any of the programs listed that are offered by your YSB. Requests have been received for data about the following programs. This is not intended to be a comprehensive list.

**C. Administrative Core Unit Goals and Objectives**

Summarize the proposed goals and objectives of your Administrative Core Unit. Group your goals and objectives under the following heading. Examples include:

**Management & Administration** – Staff recruitment; staff supervision; staff evaluation and development; staff morale and burn-out prevention; filing and implementation regulations; monitoring of subcontractors; maintenance of organizational structure; financial management; casework and clinical supervision; management and information services; board management; marketing; facility management; policy development; strategic planning and development; program development; decision-making; state funding; and legal, insurance and tax issues.

**Youth Advocacy** – Voice for youth and youth issues; media relations; speaking at public hearing; contacts with local and state officials; state funding; letter writing; endorsing/creating legislation; networking; proactive trend awareness of youth issues; increase community awareness of youth needs; Youth Advisory Board mobilization for advocacy and participate in local, regional and state meetings.

**Resource Development** – Networking; providing information; fundraising; program development; knowledge of and work with foundations; provide technical assistance; provide consulting to other groups; state funding; professional development; state and national awareness.

**Community Involvement** – Volunteer recruitment; running meetings; statewide networking; regional networking; gaining entry into systems; community organization and outreach; board and task force involvement; empowering community organizations; Youth Advisory Board and promoting youth involvement.

**Research & Evaluation** – Needs identification & assessment; program evaluation; grant writing; program selection; library/resource file; statistical analysis; college/university interface; program development; asset identification/mapping and investigate research models.

**D. Direct Service Unit Activities**

Summarize the proposed goals, objectives and tasks of your direct services unit. If you have sub-contracted, denote that the services are to be provided by a sub-contractor. Group your goals and objectives under the following heading (Appendix A).

## **Juvenile Justice**

- Services that respond to youth who are, or could potentially be, in contact with the juvenile-justice system.

Examples include juvenile-review boards, alternative-sanction programs, detention/suspension/expulsion programs, court advocacy, court-ordered community-service programs, truancy programs, and diversion programs.

## **Mental Health Services**

- Services that respond to youth and families who are experiencing emotional distress.
  - A. Sessions for Youth up to age 18
  - B. Parent/Guardian Sessions

NOTE:

- a. Services noted under *A. Children and Youth Sessions* are reported on both the Individual Service Report and the Group Service Report.
  - b. Services noted under *B. Parent/Family Sessions* are reported only on the Group Services Report.
- Examples include mental-health counseling for individuals, families, or groups, as well as crisis intervention, host homes, information and referral services, and case management.

## **Child Welfare**

- Services that respond to identified youth and families who are having difficulty in maintaining a supportive family environment.
  - Examples include programs that help to reduce abuse and neglect, such as information and referral services, therapeutic playgroups, supervised visitation, family-reunification programs, social-service activities, and holiday-giving programs.

## **Teen Pregnancy Prevention**

- Programs that promote pregnancy prevention among young people.

## **Parent Education**

- Services that promote positive parenting skills and support families in their efforts to raise healthy children.
  - A. Teens/Adults

NOTE:

- a. Services noted under *A. Teens* are reported on both the Individual Service Report and the Group Service Report.
  - b. Services noted under *B. Adults* are reported only on the Group Services Report.
- Examples include parent-child interactive playgroups, parent education, and parent-support groups.

## Youth Development

- Programs and services that promote the personal well-being of youth for the purposes of (1) meeting basic needs, (2) building skills and competencies that allow youth to function and contribute in their daily lives, and (3) connecting youth with their families, peers, school, and community.
  - Examples include peer-to-peer programs, employment training, mentoring, after-school programming, teen centers, dances, adventure-based activities, youth-adult partnership programs, information dissemination, prevention programs that address issues such as truancy, violence, and substance abuse, and drug-free alternative activities.

Note: If you are unable to collect individual data for a particular youth-development activity, then it should be recorded on the Annual Group Services Report under Category B: Collaborations.

For example: A youth-theater group involves 30 youth and performs for 300 elementary students.

- An Individual Service Report is completed for the 30 youth.
- On the Group Service Report, count the theater group as one (1) program and list it under Youth Development: Direct Service; include the total number of rehearsal hours under Program Hours.
- Count the 300 elementary students on the Group Service Report under Participants in the category Youth Development: Collaboration. In the same category list the performances as one (1) activity and include the total number of hours the performance(s) lasted.

## Community Outreach

- Services and activities that support children and youth and strengthen families by reconnecting people of all generations and backgrounds to the community in which they live. This leads to the building of a sense of connectedness and empowerment to bring about positive social change. These are usually one-time events.
  - Examples include intergenerational activities, family events, annual events/holiday festivals, sports, dances, Family Day celebrations, trips, theatrical productions, and cultural activities.

Note: Due to the nature of these activities it may be extremely difficult, or impossible, to collect data for the individual service reports. If this is the case, participants should be recorded as a potentially duplicated number on the Annual Group Services Report under Category B: Collaborations.

For example:

- A Family Day celebration with 5,000 participants is reported as a Community Outreach Collaboration on the Group Service Report.
- An Intergenerational dinner including 20 youth and 100 senior citizens:
  - Report the 100 seniors on the Group Services Report.
  - Report the 20 youth on the Individual Service Report if the structure of the activity promotes positive youth development.
  - If the youth are only involved in the event for recreational/social purposes then include them with the 100 seniors listed on the Annual Group Services Report.

NOTE: You are not likely to have program information that fits the Community Outreach Direct Service category.

## **E. Advisory Board Composition Report**

### **1. Board Composition.**

- Board members need to be identified by category.
- Vacant positions on the Board should be identified and described (Item 3 below).
- YSBs serving multiple municipalities need to further identify which town each member represents.

### **2. Board Type.**

Board types are described as follows:

- **Advisory Board.** Refers to a Board specifically set up or structured in conjunction with a YSB whose sole mission is to serve in an advisory capacity to the YSB.
- **Youth Commission.** Refers to a Commission established by municipal charter which may or may not have been set up in conjunction with a YSB but which serves as an advisory board to the YSB; and
- **Other.** Refers to any group other than an Advisory Board or Youth Commission serving as an advisory board to the YSB. Example: A Board of Directors.

### **3. Vacancies and Waivers.**

If the Advisory Board has vacancies among its members, or if the Board is unable to appoint certain representatives, the board does not meet the required size or composition criteria defined in the regulations. A waiver of the requirement(s) may be requested, as well as requesting an extension of time to fill vacancies, but in all cases, the board's circumstances are to be described in Item 3.

- Full Waiver  
A full waiver of the Advisory Board requirements may be granted only where:  
(1) a Youth Service Bureau has a commission established by municipal charter, or  
(2) a Youth Service Bureau has a board of directors established by the by-laws of a private organization acting under contract with a municipality; provided that comparable citizen representation is present. *A separate written request for a full waiver must be made by the chief municipal official.*
- Partial Waiver  
A partial waiver may be granted for a Board's size and composition only when the required agencies enumerated in the regulations do not exist in the town or when the regulatory requirements violate a municipal charter. (Example: Town does not maintain a police department.) *A separate written request for a partial waiver must be made by the executive director of the Youth Service Bureau.*
- Extension of Time  
An extension of time may be granted for an Advisory Board to recruit and fill temporary vacancies among its members. Specific vacancies need to be identified along with a request for a reasonable length of time in Item 3 of this page of the grant application.

4. Board Meetings.

Please complete Items 4a and 4b.

## **F. Impact of Services: Work Plans**

1. Goal. Indicate general intention for your program. Your goal should coincide with your administrative core unit activities and direct service narrative.
2. Objective(s). Indicate what you hope to accomplish with the activity or activities.
3. Measure of Success. (a) Indicate the measure or tool you will use; and (b) based on that measure, indicate the benchmark by which you will determine whether you have successfully achieved the objective.
4. Activities. Indicate what you will be doing, what activities will occur
5. Staff Assigned. Indicate the number of staff involved, and their positions, e.g., outreach workers, tutors, and counselors. Do not give names, just positions/job titles.
6. Timetable. Indicate the month(s) the activities will take place.
7. Population to be served. Indicate how many children you expect to serve, the age range and whether you are targeting a particular group of children.

## **G. Budget Forms**

Grant and Local Match Budget. This is the budget specifically for this state grant. **Report only the YSB grant funds and required matching funds.** The match requirements are provided in Connecticut General Statutes Sec. 10-190 (b), and related administrative core unit and direct service unit budgets. Specific instructions for the Grant and Local Match Budget are as follows:

1. Enter YSB name and SDE code.

2. Enter budget amounts in the appropriate expense line and column. Include expenses that apply to both the Administrative Core Unit (ACU) and Direct Services Unit (DSU) (e.g., salaries and employee benefits. Only employee benefits that apply to positions funded by the grant or local match may be included.)

*Columns:*

SDE Grant Award: Enter the grant amounts on appropriate line items.

Cash Match: Enter the amount of cash match on appropriate line items. Sources of the cash match may be municipal appropriation or other local funds such as service fees, fundraising, United Way funds, etc. State and federal grants may not be used.

In-Kind Match: Enter the amount of in-kind services on appropriate line items.

3. Total all columns and rows. Check that the total of the rows equals the total of the columns.
4. Complete the Grant/Match Summary. (This summary provides totals for each column listed.)
5. The certification statement shall be signed by either the director of the YSB, or, if there is no director, the chief municipal official of the town.

## **H. Budget Narrative**

### Budget Narrative: Income

Enter YSB name and SDE code. Provide a detailed description of the sources, amounts of funds, and in-kind services to be used for the local match. Each item should agree with the corresponding income item in the Grant/Match Summary section of the "Grant and Local Match Budget".

#### **INCOME:**

The following income accounts are applicable to Youth Service Bureaus. These are similar to those used in previous years.

#### **Youth Service Bureau Grant**

Funds from the State Department of Education Youth Service Bureau (YSB) Grant program.

#### **Other State Funds**

Grant or other funds from the State of Connecticut, not including the YSB Grant.

#### **Federal Funds**

Grant or other funds from the federal government.

#### **Municipal Appropriation**

The amount appropriated to the YSB by some other organization or agency at no cost to the YSB. This appropriation should appear as a line item or functional description in the town budget(s).

### **In-Kind Services**

In-kind services are supplied to the YSB by some other organization or agency at no cost to the YSB. The YSB may report the value of these services as income and expense. In-kind services include allocation of the projected actual costs of office space or other necessary space, utilities, heat, telephone, copying, consumable supplies, equipment maintenance, travel, and governmental administrative personnel or central office private agency personnel staff who spend fifty percent or more of their time in performing the administrative functions of the Youth Service Bureau, if these expenditures are not line items in the YSB's budget. The value of volunteer services shall not be included as an in-kind service.

### **Other Income**

Other income sources, such as service fees, fundraising, United Way funds, etc.

- Budget Narrative: Expenses  
Enter YSB name and SDE code. Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Use additional copies of the expense sheet as necessary. Total each line item; each total should agree with the corresponding total expense on the Grant and Local Match Summary. Include details of all calculations and allocations.

### **EXPENSES**

Include all budget account descriptions for the following categories:

#### **100 Personal Services – Salaries**

Salaries of both permanent and temporary YSB employees, including personnel substituting for those in permanent positions are included.

#### **200 Personal Services – Employee Benefits**

Expenses of the YSB on behalf of the employees whose salaries are reported in '100' accounts. These amounts are not included in gross salaries. Included are employee costs of group insurance, social security, and retirement contribution, etc.

#### **322 Inservice (Instructional Program Improvement Services)**

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.

#### **323 Pupil Services (Non Payroll Services)**

Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc.

#### **330 Other Professional/Technical Services**

Payments for professional or technical services that are not directly related to instructional activities. Included are payments for data processing, management consultants, legal services, etc. Do not include the cost of an independent auditor in this category.



**400 Purchased Property Services**

Expenses for services to operate, repair, maintain, and rent property used by the YSB, performed by persons other than YSB employees.

**510 Pupil Transportation**

Expenditures for transporting pupils to and from school and other activities. Included are such items as bus rentals for field trips and payments to drivers for transporting handicapped children.

**530 Communication**

Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone and telegraph services as well as postage machine rental and postage.

**580 Travel**

Expenditures for transportation, meals, hotel and other expenses associated with staff travel. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are also included.

**590 Other Purchased Services**

All other payments for services rendered by organizations or personnel not on the GRANTEE payroll not detailed in 510, 530, 560, 580, or 590. These include: Insurance Costs (other than employee benefits) - payments for all types of insurance coverage including property, liability and fidelity, Printing and Binding - publication costs, and Advertisement - any expenditures for announcements in professional publications, newspapers or broadcasts over radio or television including personnel recruitment, legal ads, and the purchase and sale of property.

**611 Instructional Supplies**

Expenditures for consumable items purchased for instructional use.

**612 Administrative Supplies**

Expenditures for consumable items directly related to program administrative (non-instructional) activities.

**690 Other Supplies**

Allowable Expenditures for any other supply which is not instructional or administrative in nature. This category would include maintenance supplies, heating supplies, and transportation supplies.

**700 Property**

**YSB grant and local matching funds may not be used for capital expenditures.**

Expenditures for acquiring fixed assets, such as land, buildings, or equipment, for major permanent structural alterations, and for the initial or additional installation of heating and ventilation systems, electrical systems, plumbing systems, or other service systems in existing buildings.

**890 Other Objects (Miscellaneous Expenditures)**

Expenditures for goods or services not properly classified in one of the above objects included in the category could be expenditures for dues and fees, judgments against a grantee that are not covered by liability insurance, and interest payments on bonds and notes.

## **I. Annie E. Casey Foundation**

Applicants that are part of a collaborative effort funded in whole or in part by the Annie E. Casey Foundation must submit documentation under the following headings:

1. Collaborative Oversight

The collaborative oversight entity has been provided the opportunity to review and comment on the grant application or proposal prior to submission to the Department of Education.

2. Activities

The proposal or application submitted provides information detailing the activities, which assure priority access to services to children, youth and families referred by the collaborative oversight entity.

3. Liaison

The applicant shall designate someone to act as liaison for the referral process.

## **J. Statutory Requirement**

Complete the statement of statutory requirement of administrative core unit functions (Appendix G).

## **Appendices**

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Appendix A: Application

Appendix B: YSB Eligible for State Grants FY 2005-2006

Appendix C: List of Towns and SDE Codes

Appendix D: Youth Service Bureau Law and Regulations

Appendix E: Affirmative Action Materials

Appendix F: YSB Goals and Samples

Appendix G: Statutory Requirement of Administrative Core Unit Functions

Appendix H: Statement of Assurances

Appendix I: Data Collection Forms

## Appendix A: Application

Youth Service Bureau  
Grant Application  
#120 Revised 4/2005  
Statutory Ref.: C.G.S.  
10-19m through 10-19p

State of Connecticut  
Department of Education

### TITLE PAGE AND YOUTH SERVICE BUREAU PROFILE

1) Legal Name of Organization

Applying for Funds: \_\_\_\_\_ SDE code \_\_\_\_\_

2) Federal Identification No.: \_\_\_\_\_

3) Town(s) to be Served: \_\_\_\_\_

4) Program Name: \_\_\_\_\_

5) Executive Director: \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

6) Contact Persons:

Program \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Fiscal \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

7) Program Mailing Address: \_\_\_\_\_

8) Program Location Address: \_\_\_\_\_

I certify that the information submitted is in conformance with the instructions and is an accurate representation of the Youth Service Bureau's planned programs and services for the period July 1, 2005 through June 30, 2006.

9) Original Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

10) Typed Name: \_\_\_\_\_ Title: \_\_\_\_\_

## 2005-2006 Youth Service Bureau Grant Application

**Youth Service Bureau Profile****11) Demographic Information:**

- A. Name of YSB: \_\_\_\_\_
- B. Is the YSB a department of the municipality \_\_\_\_\_ or a nonprofit organization \_\_\_\_\_?
- C. Is the YSB an independent department \_\_\_\_\_ or a department within a larger department, such as social services or human services \_\_\_\_\_?
- Name or Dept: \_\_\_\_\_
- D. Towns Served by YSB: \_\_\_\_\_
- E. Town Population: \_\_\_\_\_ percent of population under age 18: \_\_\_\_\_

**12) Funding:**

- A. YSB Grant (SDE): \_\_\_\_\_
- B. Municipal Funds: \_\_\_\_\_
- C. Other State/Federal Grants: \_\_\_\_\_
- D. Private grants and foundations: \_\_\_\_\_
- E. Donations: \_\_\_\_\_
- F. Fundraising: \_\_\_\_\_
- Total YSB Cash Annual Budget (A+B+C+D+E+F): \_\_\_\_\_
  - Estimated Value of In Kind Services: \_\_\_\_\_

**13) Staffing:**

- A. YSB Director: \_\_\_\_\_ Phone: \_\_\_\_\_
- Email address: \_\_\_\_\_
- Is the Director: Full time \_\_\_\_\_ or part time \_\_\_\_\_
- Union \_\_\_\_\_ or non-union \_\_\_\_\_
- List the salary range for the Director position: \_\_\_\_\_
- B. Additional Staff:
- Number of additional full-time staff: \_\_\_\_\_
- Number that are union: \_\_\_\_\_
- Number that are non-union: \_\_\_\_\_
- Number of additional part-time staff: \_\_\_\_\_
- Number that are union: \_\_\_\_\_
- Number that are non-union: \_\_\_\_\_
- Number of contracted personnel: \_\_\_\_\_

**14) Programming:**

- A. Please place a ***check*** next to each of the following programs offered by your YSB.
- \_\_\_\_\_ After School Programming:
- \_\_\_\_\_ for middle school age youth
- \_\_\_\_\_ for high school age youth
- \_\_\_\_\_ for elementary age youth
- \_\_\_\_\_ Birth-Five parent/child programming (playgroups/support groups)
- \_\_\_\_\_ Counseling Services: Are clinicians hired \_\_\_\_\_ or contracted \_\_\_\_\_ Hourly rate \_\_\_\_\_ or daily rate \_\_\_\_\_

YSB Name \_\_\_\_\_

SDE Code \_\_\_\_\_

2005-2006 Youth Service Bureau Grant Application

\_\_\_\_ Court-ordered Community Service

\_\_\_\_ Detention/suspension/expulsion programs

\_\_\_\_ Juvenile Review Board

\_\_\_\_ Other Juvenile Justice Programs (please list): \_\_\_\_\_

\_\_\_\_ Teen Center/Drop In Center: after school \_\_\_\_; evenings \_\_\_\_; weekends \_\_\_\_

## 2005-2006 Youth Service Bureau Grant Application

**Administrative Core Unit Goals and Objectives:** Summarize the proposed goals and objectives of your administrative core unit. Group your goals and objectives under the following headings. *(See sample in Appendix F.)*

1. Management / Administration - List one goal and the objectives necessary to enhance your management/administration. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

2. Research - List one goal and the objectives necessary to increase your research activities. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

3. Resource Development - List one goal and the objectives necessary to increase your resource development. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

4. Community Involvement - List one goal and the objectives necessary to increase your community involvement. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

5. Youth Advocacy - List one goal and the objectives necessary to increase your youth advocacy. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

## 2005-2006 Youth Service Bureau Grant Application

**Direct Service Unit Activities Narrative:** Summarize the proposed goals and objectives of your direct service unit. If you have subcontracted, denote that services are to be provided by a subcontractor. Group your goals and objectives under the following headings (see sample in Appendix F).

1. Juvenile Justice - List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

2. Mental Health Services - List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

3. Child Welfare - List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS



## 2005-2006 Youth Service Bureau Grant Application

4. Teen Pregnancy Prevention - List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

5. Teen Parent Education - List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

6. Youth Development - List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

7. Community Outreach - List one goal and the objectives necessary to meet this goal. List the tasks you will perform to meet the objectives.

GOAL	OBJECTIVES	TASKS

## 2005-2006 Youth Service Bureau Grant Application

**ADVISORY BOARD COMPOSITION REPORT****Composition Criteria**

- At least seven members
- At least one member under 21 years of age (non-voting member)
- Representatives from the school system, police department, and a private youth-serving agency (police department member is non-voting)
- At least one-third of the total membership from individuals who receive less than 50% of their income from delivering services to youth
- At least one member on the Board from each municipality served by the YSB

**1. Board Composition**

Attach a current membership list of your Advisory Board or Youth Commission to the grant application. The list should include at least the following information for each Board member:

Name plus Member Type:

Youth

School System representative

Police Department representative

Private youth serving agency representative

Service consumer

Where a YSB serves more than one municipality, the membership list should also indicate that the Board includes a duly appointed representative from each municipality served.

**2. Board Type\***

Check the appropriate board type for your Advisory Board.

\_\_\_\_\_ Advisory \_\_\_\_\_ Youth Commission \_\_\_\_\_ Other - Please specify

**3. Vacancies and Waivers**

If your Advisory Board does not meet the composition criteria (see box above), please describe the circumstances below and refer to the instructions for information on requests for waivers and extensions:

\_\_\_\_\_  
\_\_\_\_\_

Anticipated date for meeting composition criteria: \_\_\_\_\_

**4. Board Meetings**

(a) The number of times the YSB Advisory Board meets each fiscal year?

(b) Are minutes of all meetings on file in your office and available for inspection?

\_\_\_\_\_  
Yes / No

\* Please refer to instructions.

## 2005-2006 Youth Service Bureau Grant Application

**Professional Development Work Plan**

List a minimum of three professional development activities in which you will participate in 2005-2006. What Administrative Core Unit (ACU) Functions each will be impacted/enhanced as a result of your participation.

Proposed Professional Development Activities	Impacted ACU Function
1.	
2.	
3.	

## 2005-2006 Youth Service Bureau Grant Application

ED114 FISCAL YEAR 2006

YOUTH SERVICE BUREAU BUDGET FORM

GRANT TITLE: YOUTH SERVICE BUEAU				
PROJECT TITLE:				
CORE-CT CLASSIFICATION:		FUND: 11000	SPID: 17052	PROGRAM: 82079
BUDGET REFERENCE: 2006		CHARTFIELD1: 170002		
CHARTFIELD2:				
GRANT PERIOD: 07/01/05 -06/30/06		AUTHORIZED AMOUNT:\$		
AUTHORIZED AMOUNT by SOURCE:		CURRENT DUE:\$		
LOCAL BALANCE:\$		CARRY-OVER DUE:\$		
CODES	DESCRIPTIONS	BUDGET AMOUNT	CASH MATCH	IN-KIND
100	ADMINISTRATOR SUPPORT, SALARIES/DIRECT SERVICE SALARIES			
200	PERSONAL SERVICES-EMPLOYEE BENEFITS			
322	IN SERVICE			
323	PUPIL SERVICES			
330	OTHER PROFESSIONAL TECHNICAL SERVICES			
400	PURCHASED PROPERTY SERVICES			
510	PUPIL TRANSPORTATION			
530	COMMUNICATIONS			
580	TRAVEL			
590	OTHER PURCHASED SERVICES			
611	INSTRUCTIONAL SUPPLIES			
612	ADMINISTRATIVE SUPPLIES			
690	OTHER SUPPLIES			
700	PROPERTY			
890	OTHER OBJECTS			
	TOTAL			

_____ ORIGINAL REQUEST DATE	_____ STATE DEPARTMENT OF EDUCATION	_____ DATE OF
_____ REVISED REQUEST DATE	_____ PROGRAM MANAGER AUTHORIZATION	_____ APPROVAL

## Grant/Match Summary

SDE Grant Award	
Local Match:	
Municipal Appropriation	
Other Funds	
In-Kind	
Total Local Match	

I certify that the budget provided herein represents the planned income and expenditures of the Youth Service Bureau grant funds and local match of the above grantee for the grant period July 1, 2005 through June 30, 2006, in accordance with all applicable instructions and statutory requirements.

\_\_\_\_\_  
Authorized Signature\_\_\_\_\_  
Date\_\_\_\_\_  
Typed Signature\_\_\_\_\_  
Date

## 2005-2006 Youth Service Bureau Grant Application

**Budget Narrative - Income**

Provide a detailed description of the sources and amounts of funds and in-kind services to be used for the local match. Line item totals should agree with line items on the Grant and Local Match Summary form.

Account Name	Description	Line Item Total
Municipal Appropriation	The portion of the amount appropriated to the YSB by the town(s) to be served that will be used as matching funds for this grant. List town(s):	
Other Funds	List source and amounts for other funds that will be used as matching funds for this grant.	
In-Kind	List source and amounts for in-kind contributions that will be used as match for this grant.	

## 2005-2006 Youth Service Bureau Grant Application

**Budget Narrative - Expenses**

Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Copy this form as necessary. Line item totals should agree with line items on the "Grant and Local Match Budget" form.

Account Code/Name	Description	Line Item Total

**Appendix B**  
**List of Youth Service Bureaus Eligible for State Grants in 2005-2006**

ANSONIA	NEW BRITAIN	WINDSOR
ASHFORD	NEW CANAAN	WINDSOR LOCKS
BERLIN	NEW HAVEN	WOODBIDGE
BLOOMFIELD	NEWINGTON	WATERBURY YOUTH
BRANFORD	NEW LONDON	SERVICE SYSTEM
BRIDGEPORT	NEW MILFORD	WESTBROOK
BRISTOL	NEWTOWN	SOUTHBURY-MIDDLEBURY
CANAAN	NORTH BRANFORD	COMMUNITY YOUTH
CANTON	NORTH HAVEN	COUNCIL
CHESHIRE	NORWALK	NOROTON HGTS DEPOT INC.
CLINTON	NORWICH	
COLCHESTER	OLD LYME	
COVENTRY	OLD SAYBROOK	
CROMWELL	ORANGE	
DANBURY	PLAINFIELD	
DURHAM	PLAINVILLE	
EAST GRANBY	PORTLAND	
EAST HADDAM	PRESTON	
EAST HAMPTON	PROSPECT	
EAST HARTFORD	RIDGEFIELD	
EAST HAVEN	ROCKY HILL	
EAST LYME	SHELTON	
ELLINGTON	SIMSBURY	
ENFIELD	SOUTHINGTON	
ESSEX	SOUTH WINDSOR	
FAIRFIELD	STAFFORD	
FARMINGTON	STAMFORD	
GLASTONBURY	STONINGTON	
GRANBY	STRATFORD	
GRISWOLD	SUFFIELD	
GROTON	THOMASTON	
GUILFORD	TOLLAND	
HAMDEN	TORRINGTON	
HARTFORD	TRUMBULL	
HEBRON	VERNON	
KILLINGWORTH	WALLINGFORD	
LEDYARD	WATERFORD	
MADISON	WEST HARTFORD	
MANCHESTER	WEST HAVEN	
MANSFIELD	WESTON	
MERIDEN	WESTPORT	
MIDDLETOWN	WETHERSFIELD	
MILFORD	WILLINGTON	
MONROE	WILTON	
MONTVILLE	WINCHESTER	
NAUGATUCK	WINDHAM	

**Appendix C**  
**List of Towns/Youth Servicing Agencies and SDE Codes**

<b>CODE</b>	<b>Town</b>	<b>CODE</b>	<b>Town</b>
1	ANDOVER	51	FAIRFIELD
2	ANSONIA	52	FARMINGTON
3	ASHFORD	53	FRANKLIN
4	AVON	54	GLASTONBURY
5	BARKHAMSTED	55	GOSHEN
6	BEACON FALLS	56	GRANBY
7	BERLIN	57	GREENWICH
8	BETHANY	58	GRISWOLD
9	BETHEL	59	GROTON
10	BETHLEHEM	60	GUILFORD
11	BLOOMFIELD	61	HADDAM
12	BOLTON	62	HAMDEN
13	BOZRAH	63	HAMPTON
14	BRANFORD	64	HARTFORD
15	BRIDGEPORT	65	HARTLAND
16	BRIDGEWATER	66	HARWINTON
17	BRISTOL	67	HEBRON
18	BROOKFIELD	68	KENT
19	BROOKLYN	69	KILLINGLY
20	BURLINGTON	70	KILLINGWORTH
21	CANAAN	71	LEBANON
22	CANTERBURY	72	LEDYARD
23	CANTON	73	LISBON
24	CHAPLIN	74	LITCHFIELD
25	CHESHIRE	75	LYME
26	CHESTER	76	MADISON
27	CLINTON	77	MANCHESTER
28	COLCHESTER	78	MANSFIELD
29	COLEBROOK	79	MARLBOROUGH
30	COLUMBIA	80	MERIDEN
31	CORNWALL	81	MIDDLEBURY
32	COVENTRY	82	MIDDLEFIELD
33	CROMWELL	83	MIDDLETOWN
34	DANBURY	84	MILFORD
35	DARIEN	85	MONROE
36	DEEP RIVER	86	MONTVILLE
37	DERBY	87	MORRIS
38	DURHAM	88	NAUGATUCK
39	EASTFORD	89	NEW BRITAIN
40	EAST GRANBY	90	NEW CANAAN
41	EAST HADDAM	91	NEW FAIRFIELD
42	EAST HAMPTON	92	NEW HARTFORD
43	EAST HARTFORD	93	NEW HAVEN
44	EAST HAVEN	94	NEWINGTON
45	EAST LYME	95	NEW LONDON
46	EASTON	96	NEW MILFORD
47	EAST WINDSOR	97	NEWTOWN
48	ELLINGTON	98	NORFOLK
49	ENFIELD	99	NORTH BRANFORD
50	ESSEX	100	NORTH CANAAN



101	NORTH HAVEN	157	WESTON
102	NORTH STONINGTON	158	WESTPORT
103	NORWALK	159	WETHERSFIELD
104	NORWICH	160	WILLINGTON
105	OLD LYME	161	WILTON
106	OLD SAYBROOK	162	WINCHESTER
107	ORANGE	163	WINDHAM
108	OXFORD	164	WINDSOR
109	PLAINFIELD	165	WINDSOR LOCKS
110	PLAINVILLE	166	WOLCOTT
111	PLYMOUTH	167	WOODBIDGE
112	POMFRET	168	WOODBURY
113	PORTLAND	169	WOODSTOCK
114	PRESTON	630	UNITED WAY OF GREENWICH
115	PROSPECT	631	WATERBURY YOUTH
116	PUTNAM		SERVICE SYSTEM
117	REDDING	632	SOUTHBURY MIDDLEBURY
118	RIDGEFIELD		COMMUNITY YOUTH
119	ROCKY HILL		COUNCIL
120	ROXBURY	633	NOROTON HEIGHTS DEPOT
121	SALEM		
122	SALISBURY		
123	SCOTLAND		
124	SEYMOUR		
125	SHARON		
126	SHELTON		
127	SHERMAN		
128	SIMSBURY		
129	SOMERS		
130	SOUTHBURY		
131	SOUTHINGTON		
132	SOUTH WINDSOR		
133	SPRAGUE		
134	STAFFORD		
135	STAMFORD		
136	STERLING		
137	STONINGTON		
138	STRATFORD		
139	SUFFIELD		
140	THOMASTON		
141	THOMPSON		
142	TOLLAND		
143	TORRINGTON		
144	TRUMBULL		
145	UNION		
146	VERNON		
147	VOLUNTOWN		
148	WALLINGFORD		
149	WARREN		
150	WASHINGTON		
151	WATERBURY		
152	WATERFORD		
153	WATERTOWN		
154	WESTBROOK		
155	WEST HARTFORD		
156	WEST HAVEN		

**The Youth Service Bureau Grant Program**

**Sec. 10-19m-1. Definitions**

As used in sections 10-19m-1 to 10-19m-10, inclusive, of the Regulations of Connecticut State Agencies:

- a) "Bureau" means Youth Service Bureau.
- b) "Commissioner" means Commissioner of Education.
- c) "Department" means the Department of Education.
- d) "Justice System" means police, courts, probation or correctional agencies.
- e) "Youth" means any person from birth to eighteen (18) years of age.
- f) "Youth" Service Bureau" means an agency operated directly by one or more municipalities or a private agency designated to act as an agent of one or more municipalities for the purpose of evaluation, planning, coordination and implementation of prevention, intervention and treatment services for delinquent, pre-delinquent, pregnant, parenting and troubled youth, and for the provision of opportunities for youth to develop positively and to function as responsible members of their communities.

**(Effective February 1, 1994: transferred and amended from §§ 17a-39-I---17-39-11. November 9, 1998)**

**Sec. 10-19m-2. Minimum standards and criteria to qualify for state cost sharing grants**

(a) A Bureau shall be responsible to the chief elected official of the municipality or of the sponsoring municipality if the Bureau serves more than one municipality or his duly authorized representative.

(b) A Bureau shall have an Advisory Board of no less than seven members, who shall be appointed by and responsible to the chief elected official of the municipality or his duly authorized designee or as otherwise provided in the municipal charter. This Board shall advise and make recommendations on overall policy and program direction for the Bureau.

(1) The Advisory Board shall be comprised of representatives from public agencies with statutory responsibility for youth and private sector organizations representing community social institutions. These representatives shall include at least one member who is under 21 years of age at the time of appointment, one member who is a representative of the school system, one member who is a representative of the police department, and one member who is a representative of a private youth serving agency. The youth and police representatives may be liaison, non-voting members of the Board if such representatives are not electors in the town. At least one-third of the total membership shall be individuals who are interested in youth services and who receive less than fifty percent of their income by delivering services to youth.

(2) The Advisory Board of a Bureau involving two or more municipalities shall have at least one duly appointed representative from each municipality.

(3) Upon the request of the chief elected official of the municipality, the Department may waive the size and composition requirements for an Advisory Board if the composition of the commission is established by a municipal charter or, in the case of a private agency designated to act as the youth service bureau, if the board of directors established by the by-laws of agency provides comparable citizen representation. Additionally, the Department may waive the requirement of the composition of the Advisory Board when one or more of the agencies mentioned in subsection (b)(1) of this section do not exist.

(c) A Bureau shall:

(1) Perform all the management functions necessary to administer the Bureau and all of its programs in accordance with Sections 10-19m-1 to 10-19m-10, inclusive.

(2) Conduct research which will assess the needs of youth and the availability of existing services and resources capable of meeting those need.

(3) Conduct a resource development program to improve services, fill service delivery gaps and create or encourage innovative approaches and programs to meet assessed youth needs.

(4) Conduct community involvement programs to promote public knowledge and understanding of youth problems and needs, and foster positive community change.

(5) Advocate for and assist individual youth in obtaining and utilizing available human resources.

(6) Advocate on behalf of groups of youth with unmet need.

(d) A Bureau shall be responsible for the development and maintenance, either directly, or contractually or by referral, of services that respond to:

(1) Youth who are, or who potentially could be, in contact with the justice system.

(2) Youth who are without the support or protective environment necessary for normal development.

(3) Youth who manifest behavior which is potentially detrimental to themselves.

(4) The primary prevention needs in the community.

(e) Each Bureau shall state in writing its purposes, programs and services offered in a form suitable for distribution to youth and their families, referral sources, funding sources, and the public. Programs and services shall bear a direct relationship to the stated purposes of the Bureau, shall be based upon identified needs in the community, and shall have the potential to divert youth from the justice system, promote positive youth development and provide opportunities for youth to function as responsible members of the community.

(f) Each Bureau shall ensure that all services are noncoercive and that the confidentiality of the records of individuals receiving services is maintained.

(g) Each Bureau shall develop and maintain, in a manner satisfactory to the Department, the data necessary to determine and evaluate the impact of its administrative and services delivery programs. Each Bureau shall provide reports and information as may be specified in the application for funding or required by the Department from time to time.

(Effective February 1, 1994: transferred and amended from §§ 17a-39-1--17-39-11. November 9, 1998)

### **Sec. 10-19m-3. Joint planning committee**

The Commissioner shall designate a Youth Service Bureau Committee representing a cross section of Bureau and Department staff which shall develop a mutually agreed upon method to assess a program's effectiveness.

(Effective February 1, 1994: transferred and amended from §§ 17a-39-1-17-39-11. November 9, 1998)

### **Sec. 10-19m-4. Application for funding**

(a) For the purpose of receiving state funding to establish, expand, or operate a Bureau under Sections 10-19m to 10-19o, inclusive, of the General Statutes, a municipality shall submit an application to the Department. Applications shall be submitted in a format and according to instructions issued by the Department.

(b) One municipality shall be designated as the sponsor for purposes of administrative and fiscal accountability if the Bureau serves more than one town. Written

assurances binding participating municipalities to the terms of the grant proposal shall be included in the application.

(c) An application shall include assurance, including all supporting narrative statements, program descriptions and documentation, that the Bureau designated by the municipality is, within the period of award, will be, in full compliance with the standards set forth in Sections 10-19m to 10-19p, inclusive, of the General Statutes and in Sections 10-19m-1 to 10-19m-10, inclusive, of the Regulations of Connecticut State Agencies.

(1) Such information shall demonstrate that the Bureau is performing or will perform the following functions: administration; research; resource development; community involvement; youth advocacy; and data collection, including records management, evaluation and reporting.

(2) Such information shall demonstrate that the direct services the Bureau is providing, or will provide, address the needs of youth designated in Section 10-19m-2 (d) of Sections 10-19m-1 to 10-19m-10, inclusive.

(d) An application shall include assurances that the chief elected official of the municipality has been duly authorized to make application for a state cost sharing grant and that the local matching funds have been obligated for this purpose.

(e) An application shall provide information on the membership and function of the Advisory Board in a format and detail prescribed by the Department.

(f) An application shall include a budget in a format prescribed by the Department.

(Effective February 1, 1994: transferred and amended from §§ 17a-39-1-17-39-11, November 9, 1998)

#### **Sec. 10-19m-5. Budget amendments**

Budget amendments to approved Bureau applications shall be submitted to the Department prior to implementation. The Department may disallow an amendment which would result in improper local match, noncompliance with minimum standards or where the Commissioner determines that a proposed expenditure is unsupportable.

(Effective February 1, 1994: transferred and amended from §§ 17a-39-1-17-39-11, November 9, 1998)

#### **Sec. 10-19m-6. Cost sharing**

(a) The Department shall share in the costs of each Bureau which has been awarded a grant pursuant to Sections 10-19m to 10-19p, inclusive, of the General Statutes, at the rate of no more than fifty (50) percent of the actual fiscal year cost, or the maximum dollar amounts set for state grants under Sections 10-19m to 10-19p, inclusive, of the General Statutes, whichever is less. Costs that will be shared by the Department include:

(1) Salaries and related costs for the director and other employees who perform administrative functions, as well as the salaries and related costs of employees who provide direct services.

(2) Operating expenses directly related to the operation of the administrative unit or direct services, including rent or lease cost for office or other necessary space, consumable supplies, equipment maintenance and repair, communications, copying, utilities, heat, custodial services, essential travel and training, and other services which directly and specifically support the operation of the administrative unit and direct services.

(3) Costs of contractual services for the necessary functions of the administrative unit or direct services.

(b) The local share of the costs of operating the Bureau shall be based on the expenditure of municipal revenue, which may include Community Development or other federal funds, as determined by the Department, which may reasonably be expected to continue in ensuing years.

(c) The value of allowable in-kind contributions may not exceed fifty percent (50%) of the local share of the costs of a Bureau. Allowable in-kind contributions shall include the fair market rental or lease value or the actual costs of office or other necessary space, utilities, heat, telephone, copying, consumable supplies, equipment maintenance and travel.

(d) All unexpended state funds shall be returned to the Department within 90 days of the close of the fiscal year.

(Effective February 1, 1994: transferred and amended from §§ 17a-39-1-17-39-11. November 9, 1998)

#### **Sec. 10-19m-7. Financial records**

A complete and separate accounting of state funds and funds used as local match shall be maintained by the applicant. This accounting shall be subject to audit for three years following the end of the period of award. Up to three interim statements of expenditures and income shall be submitted to the Department on forms it provides and at the times it determines.

(Effective February 1, 1994: transferred and amended from §§ 17a-39-1-17-39-11. November 9, 1998)

#### **Sec. 10-19m-8. Inspection and examination**

(a) The records and facilities of a Bureau approved for state aid by the Department shall be available to and open for examination or inspection by any duly authorized representative of the Department.

(b) If, after inspection and examination, the Department finds that a Bureau receiving funds pursuant to this Section is not being maintained in substantial compliance with law, or with Sections 10-19m-1 to 10-19m-10, inclusive, the Department shall give notice of its findings to the chief elected official of the municipality and to the Bureau Director. Unless deficiencies are corrected to the satisfaction of the Commissioner, state funds for the maintenance and operation of the Bureau may be discontinued commencing 90 days after receipt of the notice, at the discretion of the Commissioner.

(c) If given notice that funding is in jeopardy, a Bureau may, within 30 days of receipt of said notice, correct deficiencies and request a reinspection, which will be scheduled within 60 days of said request. Each funded Bureau shall have the right, without prejudice, to bring to the attention of the Department any alleged misapplication or capricious enforcement of regulations by any departmental representative, or any substantial difference of opinion, as may occur between the Bureau and any departmental representative concerning the proper application of Sections

10-19m-1 to 10-19m-10, inclusive. The Commissioner, or his designee, shall act as final arbiter of any such dispute.

(Effective February 1, 1994: transferred and amended from §§ 17a-39-1-17-39-11. November 9, 1998)

#### **Sec. 10-19m-9. Renewal**

An application for continued state funding shall be submitted each year. Contingent on the availability of funds and based on an evaluation as to whether an existing

Bureau is meeting minimum standards, effectively providing programs and services, and is in compliance with the goals of Sections 10-19m to 10-19p, inclusive, of the

General Statute, and the requirements of Sections 10-19m-1 to 10-19m-10, inclusive, the Bureau may be considered for refunding.

**(Effective February 1, 1994: transferred and amended from §§ 17a-39-1--17-39-11. November 9, 1998)**

**Sec. 10-19m-10. Authority of the commissioner**

The decision of the Commissioner with regard to an applicant's conformity with Sections 10-19m-1 to 10-19m-10, inclusive, and eligibility for aid shall be final.

**(Effective February 1, 1994: transferred and amended from §§ 17a-39-1--17-39-11. November 9, 1998)**

## Appendix E: Affirmative Action Materials

### CERTIFICATION THAT A CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

*Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below. This is in lieu of completing again the packet on the following pages.*

I, the undersigned authorized official, hereby certify that the applying organization/agency has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_

## Appendix F Youth Service Bureau Goals

### Administrative Core Unit

Sample Goals	Sample Objectives
Improve the administration of YSB programs and services.	To evaluate administrative procedures
	To streamline fiscal and data management procedures
	To provide staff training and improve skills
Identify the needs of youth and current service gaps.	To develop youth forum concerning their needs and solutions
	To survey the community regarding needs and services
	To develop centralized databank
Increase the resources and services available to youth.	To research available funding sources
	To write grant applications
Inform the community of programs and services.	To compile information on all community youth programs into a database
	To develop and regularly update a resource guide
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	To convene relevant community groups to plan activities
	To write joint grant applications with other providers
	To initiate and maintain ongoing planning process with other community groups
Advocate for the needs of all youth to improve policies and procedures.	To advocate for local policies and procedures that benefit youth
	To keep community leaders aware of YSB functions
	To advocate for individual youth



## Appendix F

### Youth Service Bureau Goals

#### Direct Services Unit

Sample Goals	Sample Objectives
Youth will have the special supports and services they need in times of personal or family crisis and in times of difficult personal transition.	To divert youth from the juvenile justice system
	To provide intervention service to identified 'at-risk' populations
	To provide support services to 'at-risk' youth and their families
Youth and families will understand their own needs, the needs of their family members and will understand how to generate a mutually supportive family environment	To provide counseling /therapy to youth and their families
	To provide sexual abuse counseling and support
	To provide truancy prevention services to community youth
Youth will have attitudes, work values and skills to obtain and hold jobs.	To maintain a job bank for youth
	To provide career exploration support services to youth
Youth will have strong bonds to their families, peers, schools, and communities. Youth will contribute to the well being and strength of their families, schools, and communities.	To provide youth leadership training
	To host discussion groups for youth to discuss issues of importance to them
	To train youth as peer mentors
Educate youth on issues of importance to youth.	To provide education on sexual abuse
	To provide education on well child care
	To provide substance abuse education
Youth will participate in positive social, cultural and athletic activities in their leisure time.	To provide an alcohol and drug free social environment for youth
	To provide opportunities to participate in drama and sports
Parents will have the knowledge and skills to guide their children so that they become responsible productive citizens.	To provide parent workshops
	To provide educational materials related to children

**Appendix G**  
**Statutory Requirement of Administrative Core Unit Functions**

In my official capacity as signatory for the \_\_\_\_\_ Youth Service Bureau, I, the undersigned authorized official\*, hereby recognize and support the statutory requirements (C.G.S. 10-19m-o) of the Youth Service Bureaus to provide the five Administrative Core Unit (ACU) functions of:

1. Management and Administration
2. Research that provides for the continued assessment of community needs and assets
3. Resource development
4. Community involvement
5. Advocacy on behalf of issues related to youth and families.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\*Authorized official may be:

- Department Head
- Town Manager
- First Selectman
- Mayor

## APPENDIX H: STATEMENT OF ASSURANCES

### CONNECTICUT STATE DEPARTMENT OF EDUCATION STANDARD STATEMENT OF ASSURANCES GRANT PROGRAMS

**PROJECT TITLE:**

\_\_\_\_\_  
\_\_\_\_\_

**THE APPLICANT:** \_\_\_\_\_ **HEREBY ASSURES THAT:**

(Insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut State Board of Education and the State Department of Education;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the State Department of Education, including information relating to the project records and access thereto as the State Department of Education may find necessary;
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;

**K.** At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

**L. Required Language:**

- 1) For purposes of this section, “Commission” means the Commission on Human Rights and Opportunities.

For the purposes of this section, “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (a) who are active in the daily affairs of the enterprise, (b) who have the power to direct the management and policies of the enterprise and (c) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Statue Section 32-9n; and “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. “Good faith efforts” shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of this section, “sexual orientation” means having a preference for heterosexuality, homosexuality or bisexuality, having a history of such preference or being identified with such preference, but excludes any behavior which constitutes a violation of part VI of chapter 952 of the general statutes.

- 2) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut. If the contract is for a public works project, the contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such project. The contractor further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved; (b) the contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the contractor, to state that it is an “Affirmative Action-Equal Opportunity Employer” in accordance with regulations adopted by the commission; (c) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or worker’s representative of the contractor’s commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the contractor agrees to comply with each provision of this section and Conn. Gen. Stat. Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive, and with each regulation or relevant order issued by said Commission

pursuant to said sections; (e) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor as relate to the provisions of this section and section 46a-56.

- 3) Determination of the contractor's good faith efforts shall include but shall not be limited to the following factors: The contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- 4) The contractor shall develop and maintain adequate documentation, in a manner prescribed by the commission, of its good faith efforts.
- 5) The contractor shall include the provisions of subsection (2) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with this section and Conn. Gen. Statute Sections 4a-62, 32-9e, 46a-56 and 46a-68b to 46a-68k, inclusive; provided if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.
- 6) The contractor agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.
- 7) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any matter prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56 of the general statutes; (d) the contractor agrees to provide the commission on human rights and opportunities with such information requested by the commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56 of the general statutes.
- 8) The contractor shall include the provisions of subsection (7) of this section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by

regulations or orders of the Commission. The contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56 of the general statutes; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Signature \_\_\_\_\_

Name (typed) \_\_\_\_\_

Title (typed) \_\_\_\_\_

Date \_\_\_\_\_

**Appendix I**  
**Data Collection Forms**

- a. Individual Service Report
- b. Annual Summary of Individual Service Report
- c. Administrative Core Unit Report
- d. Direct Service Collaboration Report
- e. Annual Group Service Report
- f. Statistic Categories: Definitions
- g. Individual Service Report Directions
- h. Annual Summary of Individual Services Report Directions
- i. Annual Group Services Report Directions
- j. Direct Services Collaboration Report Directions

CT State Dept. of Education-Youth Service Bureau Programs  
25 Industrial Park Road Middletown, CT 06457  
Telephone: (860) 807-2126 Fax: (860) 807-2127

a. **INDIVIDUAL SERVICE REPORT**

Name: \_\_\_\_\_

**Note: Complete for youth up to age 18 receiving services.**

**Section I: PROFILE**

Gender: Male: \_\_\_\_\_ Female: \_\_\_\_\_

**RACE/ETHNICITY**

\_\_\_\_ Caucasian  
\_\_\_\_ African American  
\_\_\_\_ Hispanic/Latino  
\_\_\_\_ Asian  
\_\_\_\_ Native American  
\_\_\_\_ Multiracial  
\_\_\_\_ Other

D.O.B or Age: \_\_\_\_\_

**FAMILY CONSTELLATION**

\_\_\_\_ Two birth/adoptive parents  
\_\_\_\_ Step and birth parent  
\_\_\_\_ Single parent (female)  
\_\_\_\_ Single parent (male)  
\_\_\_\_ Grandparents  
\_\_\_\_ Relative/Guardian  
\_\_\_\_ DCF Guardianship  
\_\_\_\_ Foster parent(s)  
\_\_\_\_ On own

\*\*\*\*\*

**Section II: REFERRAL SOURCE**

\_\_\_\_ Police  
\_\_\_\_ School  
\_\_\_\_ Parent/Guardian  
\_\_\_\_ DCF  
\_\_\_\_ Superior court, juvenile matters  
\_\_\_\_ Juvenile review board  
\_\_\_\_ Social service agency  
\_\_\_\_ Self  
\_\_\_\_ Other

**Section III: REASON FOR REFERRAL**

\_\_\_\_ Positive youth development  
\_\_\_\_ Delinquent behavior  
\_\_\_\_ Truancy from school  
\_\_\_\_ Defiance of school rules  
\_\_\_\_ Non-school issues  
\_\_\_\_ Running away  
\_\_\_\_ Beyond control  
\_\_\_\_ Indecent/immoral conduct  
\_\_\_\_ *Special issues:*  
\_\_\_\_ Depression  
\_\_\_\_ Suicidal behavior  
\_\_\_\_ Sexual abuse  
\_\_\_\_ Neglect  
\_\_\_\_ Substance abuse  
\_\_\_\_ Pregnancy/teen parent  
\_\_\_\_ Homelessness  
\_\_\_\_ Parenting/family issues  
\_\_\_\_ School issues  
\_\_\_\_ Other

**Section IV: SERVICES PROVIDED**

\_\_\_\_ *Juvenile Justice*  
\_\_\_\_ Court-ordered community service  
\_\_\_\_ Juvenile review board  
\_\_\_\_ Truancy  
\_\_\_\_ Detention/suspension/expulsion programs  
\_\_\_\_ Diversion  
\_\_\_\_ FWSN  
\_\_\_\_ YIC  
\_\_\_\_ Other  
\_\_\_\_ *Mental Health Services*  
\_\_\_\_ Individual therapy  
\_\_\_\_ Family therapy  
\_\_\_\_ Group therapy  
\_\_\_\_ Crisis intervention  
\_\_\_\_ Case management  
\_\_\_\_ Other  
\_\_\_\_ *Child Welfare*  
\_\_\_\_ *Teen Pregnancy Prevention*  
\_\_\_\_ *Teen Parent Education*  
\_\_\_\_ *Youth Development*  
\_\_\_\_ After school programming  
\_\_\_\_ Employment/training  
\_\_\_\_ Leadership development  
\_\_\_\_ Mentoring  
\_\_\_\_ Peer-to-Peer programming  
\_\_\_\_ Volunteerism  
\_\_\_\_ Other

Name of Person Completing Form: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



CT State Dept. of Education-Youth Service Bureau Programs

25 Industrial Park Road Middletown, CT 06457

Telephone: (860) 807-2126 Fax: (860) 807-2127

**b. Annual Summary of Individual Service Reports**

Name: \_\_\_\_\_

**Section I: PROFILE**

Gender: Male: \_\_\_\_\_ Female: \_\_\_\_\_

**RACE/ETHNICITY**

- \_\_\_\_\_ Caucasian
- \_\_\_\_\_ African American
- \_\_\_\_\_ Hispanic/Latino
- \_\_\_\_\_ Asian
- \_\_\_\_\_ Native American
- \_\_\_\_\_ Multiracial
- \_\_\_\_\_ Other

**FAMILY CONSTELLATION**

- \_\_\_\_\_ Two birth/adoptive parents
- \_\_\_\_\_ Step and birth parent
- \_\_\_\_\_ Single parent (female)
- \_\_\_\_\_ Single parent (male)
- \_\_\_\_\_ Grandparents
- \_\_\_\_\_ Relative/Guardian
- \_\_\_\_\_ DCF Guardianship
- \_\_\_\_\_ Foster parent(s)
- \_\_\_\_\_ On own

\*\*\*\*\*

**Section II: REFERRAL SOURCE**

- \_\_\_\_\_ Police
- \_\_\_\_\_ School
- \_\_\_\_\_ Parent/Guardian
- \_\_\_\_\_ DCF
- \_\_\_\_\_ Superior court, juvenile matters
- \_\_\_\_\_ Juvenile review board
- \_\_\_\_\_ Social service agency
- \_\_\_\_\_ Self
- \_\_\_\_\_ Other

**Section III: REASON FOR REFERRAL**

- \_\_\_\_\_ Positive youth development
- \_\_\_\_\_ Delinquent behavior
- \_\_\_\_\_ Truancy from school
- \_\_\_\_\_ Defiance of school rules
- \_\_\_\_\_ Non-school issues
- \_\_\_\_\_ Running away
- \_\_\_\_\_ Beyond control
- \_\_\_\_\_ Indecent/immoral conduct
- \_\_\_\_\_ *Special issues:*
  - \_\_\_\_\_ Depression
  - \_\_\_\_\_ Suicidal behavior
  - \_\_\_\_\_ Sexual abuse
  - \_\_\_\_\_ Neglect
  - \_\_\_\_\_ Substance abuse
  - \_\_\_\_\_ Pregnancy/teen parent
  - \_\_\_\_\_ Homelessness
  - \_\_\_\_\_ Parenting/family issues
  - \_\_\_\_\_ School issues
  - \_\_\_\_\_ Other

**Section IV: SERVICES PROVIDED**

- \_\_\_\_\_ *Juvenile Justice*
  - \_\_\_\_\_ Court-ordered community service
  - \_\_\_\_\_ Juvenile review board
  - \_\_\_\_\_ Truancy
  - \_\_\_\_\_ Detention/suspension/expulsion programs
  - \_\_\_\_\_ Diversion
  - \_\_\_\_\_ FWSN
  - \_\_\_\_\_ YIC
  - \_\_\_\_\_ Other
- \_\_\_\_\_ *Mental Health Services*
  - \_\_\_\_\_ Individual therapy
  - \_\_\_\_\_ Family therapy
  - \_\_\_\_\_ Group therapy
  - \_\_\_\_\_ Crisis intervention
  - \_\_\_\_\_ Case management
  - \_\_\_\_\_ Other
- \_\_\_\_\_ *Child Welfare*
  - \_\_\_\_\_ *Teen Pregnancy Prevention*
  - \_\_\_\_\_ *Teen Parent Education*
  - \_\_\_\_\_ *Youth Development*
    - \_\_\_\_\_ After school programming
    - \_\_\_\_\_ Employment/training
    - \_\_\_\_\_ Leadership development
    - \_\_\_\_\_ Mentoring
    - \_\_\_\_\_ Peer-to-Peer programming
    - \_\_\_\_\_ Volunteerism
    - \_\_\_\_\_ Other

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **c. ADMINISTRATIVE CORE UNIT REPORT**

1. List the goals that were stated in your grant application.
2. Indicate whether or not these goals have been met. For those goals that have not been met circle the factors that prevented you from accomplishing them.

#### **A. MANAGEMENT/ADMINISTRATION**

Goal:				
Has the goal been met?   YES   NO   If not, circle as many as apply.				
Time	Staffing	Training	Space	Money
Other (List)				

#### **B. RESEARCH & EVALUATION**

Goal:				
Has the goal been met?   YES   NO   If not, circle as many as apply.				
Time	Staffing	Training	Space	Money
Other (List)				

#### **C. RESOURCE DEVELOPMENT**

Goal:				
Has the goal been met?   YES   NO   If not, circle as many as apply.				
Time	Staffing	Training	Space	Money
Other (List)				

#### **D. COMMUNITY INVOLVEMENT**

Goal:				
Has the goal been met?   YES   NO   If not, circle as many as apply.				
Time	Staffing	Training	Space	Money
Other (List)				

#### **E. YOUTH ADVOCACY**

Goal:				
Has the goal been met?   YES   NO   If not, circle as many as apply.				
Time	Staffing	Training	Space	Money
Other (List)				

YSB Name: \_\_\_\_\_

SDE Code: \_\_\_\_\_

2005-2006 Youth Service Bureau Grant Application Form

**d. DIRECT SERVICE COLLABORATION REPORT**

Identify all agencies that were involved with your agency in the planning and/or implementation of programs and services for youth and families. Indicate the type(s) of service provided for each agency category by placing an "X" in the appropriate boxes.

**Service(s) Being Provided Collaboratively**

A	B	C	D	E	F	G	H	CATEGORY OPTIONS
								Business/Community
								Child Protection Teams
								Civic Organizations
								Court Services
								Health Professionals
								Legislators
								Non-profit Organizations
								Other Youth Service Bureaus
								Parent Groups
								Police Department/Fire Department/EMS
								Regional Action Councils
								Religious Communities
								Schools/other youth serving agencies
								State Departments
								Systems of Care (Dept. of Children and Families Kid Care Collaboratives)
								Town Officials/Other Town Departments not listed

Total number of collaborations \_\_\_\_\_.

**SERVICES:**

A = Administration

B = Juvenile Justice

C = Mental Health Services

D = Child Welfare

E = Teen Pregnancy Prevention

F = Teen Parent Education

G = Youth Development

H = Community Outreach

CT State Dept. of Education-Youth Service Bureau Programs  
 25 Industrial Park Road Middletown, CT 06457  
 Telephone: (860) 807-2126 Fax: (860) 807-2127

**e. Annual Group Services Report**

Complete for all programs serving children, youth, and/or adults. Enter a number in each column.

YSB Name: \_\_\_\_\_ SDE Code: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

<b><i>Type of Group</i></b>	<b>Number of Different Programs Provided</b>	<b>Total Participants in Attendance (Duplicated)</b>	<b>Total Number of Program Hours</b>
Juvenile Justice			
Mental Health Services			
a. Youth up to age 18	a.		a.
b. Family/Parent sessions	b.	b.	b.
Child Welfare			
Teen Pregnancy Prevention			
Parent Education			
a. Teens	a.		a.
b. Parents	b.	b.	b.
Youth Development			
a. Direct Service	a.		a.
b. Collaborations	b.	b.	b.
Community Outreach			
a. Direct Service	a.		a.
b. Collaborations	b.	b.	b.

Name of Person Completing Form: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**f. STATISTIC CATEGORIES: DEFINITIONS**

**JUVENILE JUSTICE**

- Services that respond to youth who are, or could potentially be, in contact with the juvenile-justice system.
  - Examples include juvenile-review boards, alternative-sanction programs, detention/suspension/expulsion programs, court advocacy, court-ordered community-service programs, truancy programs, and diversion programs.

**MENTAL HEALTH SERVICES**

- Services that respond to youth and families who are experiencing emotional distress.
    - a. Sessions for Youth up to age 18
    - b. Parent/Guardian Sessions
- NOTE:
- c. Services noted under *A. Children and Youth Sessions* are reported on both the Individual Service Report and the Group Service Report.
  - d. Services noted under *B. Parent/Family Sessions* are reported only on the Group Services Report
  - Examples include mental-health counseling for individuals, families, or groups, as well as crisis intervention, host homes, information and referral services, and case management.

**CHILD WELFARE**

- Services that respond to identified youth and families who are having difficulty in maintaining a supportive family environment.
  - Examples include programs that help to reduce abuse and neglect, such as information and referral services, therapeutic playgroups, supervised visitation, family-reunification programs, social-service activities, and holiday-giving programs.

**TEEN PREGNANCY PREVENTION**

- Programs that promote pregnancy prevention among young people.

**PARENT EDUCATION**

- Services that promote positive parenting skills and support families in their efforts to raise healthy children.
    - a. Teens
    - b. Adults
- NOTE:
- c. Services noted under *A. Teens* are reported on both the Individual Service Report and the Group Service Report.
  - d. Services noted under *B. Adults* are reported only on the Group Services Report

- Examples include parent-child interactive playgroups, parent education, and parent-support groups.

## YOUTH DEVELOPMENT

- Programs and services that promote the personal well-being of youth for the purposes of (1) meeting basic needs, (2) building skills and competencies that allow youth to function and contribute in their daily lives, and (3) connecting youth with their families, peers, school, and community.
  - Examples include peer-to-peer programs, employment training, mentoring, after-school programming, teen centers, dances, adventure-based activities, youth-adult partnership programs, information dissemination, prevention programs that address issues such as truancy, violence, and substance abuse, and drug-free alternative activities.

Note: If you are unable to collect individual data for a particular youth-development activity, then it should be recorded on the Annual Group Services Report under Category B: Collaborations.

For example: A youth-theater group involves 30 youth and performs for 300 elementary students.

- An Individual Service Report is completed for the 30 youth.
- On the Group Service Report, count the theater group as one (1) program and list it under Youth Development: Direct Service; include the total number of rehearsal hours under Program Hours.
- Count the 300 elementary students on the Group Service Report under Participants in the category Youth Development: Collaboration. In the same category list the performances as one (1) activity and include the total number of hours the performance(s) lasted.

## COMMUNITY OUTREACH

- Services and activities that support children and youth and strengthen families by reconnecting people of all generations and backgrounds to the community in which they live. This leads to the building of a sense of connectedness and empowerment to bring about positive social change. These are usually one-time events.
  - Examples include intergenerational activities, family events, annual events/holiday festivals, sports, dances, Family Day celebrations, trips, theatrical productions, and cultural activities.

Note: Due to the nature of these activities it may be extremely difficult, or impossible, to collect data for the individual service reports. If this is the case, participants should be recorded as a potentially duplicated number on the Annual Group Services Report under Category B: Collaborations.

For example:

- A Family Day celebration with 5,000 participants is reported as a Community Outreach Collaboration on the Group Service Report.
- An Intergenerational dinner including 20 youth and 100 senior citizens:
  - Report the 100 seniors on the Group Services Report.
  - Report the 20 youth on the Individual Service Report if the structure of the activity promotes positive youth development.
  - If the youth are only involved in the event for recreational/social purposes then include them with the 100 seniors listed on the Annual Group Services Report.

NOTE: You are not likely to have program information that fits the Community Outreach Direct Service category.

**g. ANNUAL GROUP SERVICES REPORT DIRECTIONS**

Report statistics from the past fiscal year (July 1 through June 30).

1. **Type of Group:** See Appendix E for a definition of each of the direct service categories.
2. **Number of Different Programs Provided:** This will provide a more accurate picture of the wide variety of programs offered by YSBs. Report on ALL programs and activities. Count each program once. It does not matter how many different sessions of a program are offered during the year.  
Examples:
  - A babysitter-training program that is offered 4 times a year is counted as one program, even through different youth sign up each time it is offered.
  - A juvenile-review board meets monthly with different youth each month. Count this as one (1) program.
  - Individual therapy services are provided to 75 children with each child receiving 10 sessions. Count this as one (1) program.
  - A multi-session substance abuse prevention program is conducted in conjunction with a middle school and offered at separate times to students in grades six, seven, and eight. Count this as one (1) program.
3. **Total Participants in Attendance (Duplicated):** Shaded areas do not require a participant number. Number of participants is only reported for large-group collaborations that focus on Youth Development or Community Outreach, and for adults receiving Mental Health Services or participating in Parent Education programs (see definitions). The Youth Development and Community Outreach numbers will probably be duplicated. Count the number of participants in each session. Add the number from each session for a total (possibly duplicated) participant number. The Mental Health Services for adults and Parent Education for adults should be reported as a non-duplicated number. Count the number of adults who received these services during the fiscal year. Do not take into account the number of times they attended.  
*Note: If you can identify all the individual participants in a group, and they are up to age 18, then the numbers should be reported on Individual Service Report Forms and not on the Group Service Report.*  
Examples:
  - 100 teens attend weekly dances with 8 dances held throughout the summer. The participant number reported is 800. This may be a duplicated number and is reported under Youth Development Collaborations.
  - 10 parents attend a 4 session parent-education program; 10 attend session 1, 8 attend session 2, 9 attend session 3, and 10 attend session 4. The participant number reported is 10. This is a non-duplicated number and is reported under Parent Education: Adults.
  - 50 parents participate in family therapy: (If their children also participated then the children would be reported on an Individual Service Report.) The participant number is 50 and does not depend on the number of sessions each person received. This number is reported under Mental Health Services: family/parent sessions.
  - 5,000 people participate in a Family Day celebration. Report 5,000 under Community Outreach Collaborations.
4. **Total Number of Program Hours:** Enter the total number of program hours in each group category.  
Examples:
  - 4 babysitter-training programs were offered: Each was 10 hours. Record a total of 40 hours under Youth Development: Direct Service.

- Juvenile-review board meets monthly for 2 hours: Record a total of 24 hours under Juvenile Justice.
- 75 children each received 10 hours of individual therapy: Record a total of 750 hours under Mental Health Services: Children/Youth.
- 750 middle school youth participated in two 1-hour assemblies on substance-abuse prevention programming: Report 2 hours under Youth Development: Collaborations. If these same students participated in two 1-hour classroom session you would count the number of times the program was offered and multiply by 2.
- Four 2-hour sessions of parent education for adults were offered: Report 8 hours under Parent Education: Adults.

#### **h. INDIVIDUAL SERVICES REPORT DIRECTIONS (For YSB use only)**

Complete this form for youth up to age 18 that receive services from July 1-June 30 under the following categories:

- Juvenile Justice
- Mental Health Services
- Child Welfare
- Teen Pregnancy Prevention
- Teen Parent Education
- Youth Development (Direct Service\*)
- Community Outreach (Direct Service\*)

\*The size of the group should allow for individual identification of participants. If this is not possible, then the activity should be reported on the Group Services Report as a Collaboration.

See *Appendix F: Definitions* to determine which category to assign programs and activities.

Complete the Individual Services Report as follows:

##### **Section I: Profile**

1. Check one (1) option in each category. Note: If this report is being completed using the Access computer program, you are required to enter the numeral one (1) in each appropriate category.
2. Enter the birth date OR the age of the participant. No participant should be over the age of 18.

##### **Section II: Referral Source**

1. Check as many options as apply.

##### **Section III: Reason for Referral**

1. Check as many options as apply.
2. If special issues are checked, please identify them.

##### **Section IV: Services Provided**

1. Identify all of the services provided to the individual during the fiscal year. Use the definitions in Appendix F to identify the appropriate category for each program and service offered.
2. For Juvenile Justice, Mental Health Services, and Youth Development categories, check specific program options.



**i. ANNUAL SUMMARY OF INDIVIDUAL SERVICES REPORT DIRECTIONS  
(To be submitted to SDE by September 1, 2005)**

At the end of the fiscal year, use the Annual Summary of Individual Services Report form to tally data collected from the Individual Service Reports.

- Total the number of responses in each category using the Individual Service Reports that have been completed from July 1 through June 30.
- Enter a number in every category. If no Information was collected in a particular category, then enter zero (0).
- The total number of individuals reported in the gender category must equal the total number of individuals reported in the race/ethnicity category.
- The total number of individuals reported in the gender category must equal the total number of individuals reported in the family constellation category.
- The numbers reported in Sections II, III, and IV will not be equal and will not match the numbers reported in Section I.

**j. DIRECT SERVICE COLLABORATION REPORT DIRECTIONS**

- Assign each of the organizations and entities that you collaborate with a category from the list of 16 options.
- For each collaboration within the 16 categories, identify the reason(s) why the collaboration takes place.
- Place an x in each of the service columns indicating the number of different collaborations that took place in each category.
- Collaborations can take place for more than one service option.
- Indicate the total number of collaborations.

Return completed forms to:

CT State Dept. of Education  
Youth Service Bureau Programs  
25 Industrial Park Road  
Middletown, CT 06457  
Telephone: (860) 807-2126      Fax: (860) 807-2127

The following completed statistical forms must be submitted to the State Department of Education By September 1, 2005:

Annual Group Services Report  
Annual Summary of Individual Services Report (1 page summary only)  
Administrative Core Unit Report  
Direct Service Collaboration Report